

June 25, 2018

ASHTABULA COUNTY TECHNICAL & CAREER CENTER BOARD OF EDUCATION

The meeting of the Ashtabula County Technical & Career Center Board of Education was called to order by Vice-President Mr. Candela on Monday, June 25, 2018, at 6:30 p.m. in the board room in "B" building of A-Tech.

Present: Ed Brashear, Steve Candela, William Hill, Michael Kennedy, Christine Seuffert, Harlan Waid, Supt. Brockway, Treasurer Elly and several administrators.

Absent: Barbara Klingensmith

\* \* \* \*

The meeting was opened with the Pledge of Allegiance.

**PLEDGE OF ALLEGIANCE**

\* \* \* \*

It was moved by Mr. Hill and seconded by Ms. Seuffert that the minutes of the regular May meeting as sent to all board members prior to this meeting be approved and their reading be dispensed with.

**MINUTES**

ROLL CALL: Seuffert, yes; Waid, yes; Brashear, yes; Candela, yes; Hill, yes; Kennedy, yes. Motion carried.

\* \* \* \*

It was moved by Mr. Brashear and seconded by Dr. Waid that the financial reports for May including the following investments be approved:

**FINANCIAL REPORTS**

Premier Savings Deposits

None

Premier Savings Withdrawals

None

Huntington MMAX Deposits

05/31/18 May MMAX Interest Added to Investments \$2,975.80

Other Investments

05/01/18 CD Redeemed @ 1% \$250,000.00

Average Interest Rate for May from Huntington Premier Savings: .01%  
May Interest Earned from Premier Savings: \$19.11

Average Interest Rate for May from Huntington MMAX: 1.4%  
May Interest Earned from Huntington MMAX: \$2,975.80

Huntington Activity Account Interest Earned for May: \$1.10  
Total All Funds Invested as of 05/31/18 \$7,000,666.25  
Interest Earned FTD as of 05/31/18 \$58,579.80

ROLL CALL: Waid, yes; Brashear, yes; Candela,  
yes; Hill, yes; Kennedy, yes;  
Seuffert, yes. Motion carried.

\* \* \* \*

It was moved by Ms. Seuffert and seconded by Mr. Brashear that bills totaling \$1,115,172.40 for May be approved. Vouchers were presented to board members for their review.

**BILLS**

ROLL CALL: Brashear, yes; Candela, yes; Hill,  
yes; Kennedy, yes; Seuffert, yes;  
Waid, yes. Motion carried.

\* \* \* \*

It was moved by Ms. Seuffert and seconded by Mr. Kennedy that the Board approve the attached FY2018 Final Appropriation Resolution

**APPROPRIATION  
RESOLUTION**

ROLL CALL: Candela, yes; Hill, yes; Kennedy,  
yes; Seuffert, yes; Waid, yes;  
Brashear, yes. Motion carried.

\* \* \* \*

It was moved by Mr. Hill and seconded by Dr. Waid that the Board approve Temporary Appropriations for the 2018-2019 fiscal year in the amount of 40% of the 2017-2018 expenditures to provide for the operating expenses until permanent appropriations are adopted at the September, 2018 regular meeting of the Board of Education.

**TEMPORARY  
APPROPRIATIONS**

ROLL CALL: Hill, yes; Kennedy, yes; Seuffert,  
yes; Waid, yes; Brashear, yes;  
Candela, yes. Motion carried.

\* \* \* \*

It was moved by Dr. Waid and seconded by Ms. Seuffert that the Board approve the following new fund. Mrs. Elly explained that Stephanie Miller received this new grant for her RN/LPN program in the amount of \$238,000.00 to be used for new construction and equipment. Mr. Biber explained the construction updates that will be taking place this summer in the LPN area and also discussed some of the new equipment. He said we were getting a female version of the male mannequin we currently have. Dr. Waid asked how much the mannequin is and Mr. Biber answered around \$100,000.00.

**NEW  
FUND**

1. Eastgate Grant (499-9018)

ROLL CALL: Kennedy, yes; Seuffert, yes; Waid, yes; Brashear, yes; Candela, yes; Hill, yes. Motion carried.

\* \* \* \*

It was moved by Mr. Hill and seconded by Mr. Brashear that the Board approve the following Advances/Transfers:

**ADVANCES/  
TRANSFERS**

1. Advance \$44,742.96 to Adult Education (012-0000) from the General Fund (001).
2. Advance \$170,962.10 to IMPAC Program (012-9300) from the General Fund (001).
3. Advance \$56,081.42 to Key Opportunities – YO! (019-9600) from the General Fund (001).
4. Advance \$452,690.45 to YO! TANF CCMEP Grant (019-9700) from the General Fund (001).
5. Advance \$16,537.37 to ABLE Grant (501-9518) from the General Fund (001).
6. Advance \$1,986.94 to VEPD Adult Grant (524-9186) from the General Fund (001).
7. Transfer \$23,717.82 to Food Service (006-0000) from the General Fund (001).

ROLL CALL: Seuffert, yes; Waid, yes; Brashear, yes; Candela, yes; Hill, yes; Kennedy, yes. Motion carried.

\* \* \* \*

It was moved by Mr. Brashear and seconded by Ms. Seuffert that the Board approve enrollment in the 2019 Workers' Compensation Group Retrospective Rating Program with Sheakley UniService.

**WORKERS'  
COMP WITH  
SHEAKLEY**

ROLL CALL: Waid, yes; Brashear, yes; Candela, yes; Hill, yes; Kennedy, yes; Seuffert, yes. Motion carried.

\* \* \* \*

It was moved by Mr. Hill and seconded by Ms. Seuffert that the Board appoint Treasurer Lindsey Elly as designee for public records training.

**PUBLIC  
RECORDS  
DESIGNEE**

ROLL CALL: Brashear, yes; Candela, yes; Hill, yes; Kennedy, yes; Seuffert, yes; Waid, yes. Motion carried.

\* \* \* \*

Treasurer Elly handed out a handout and informed the Board of the cash balance for the past five years as requested by Dr. Waid in May. She also discussed minimum cash balance policies with the Board per Dr. Waid's request at the May meeting.

**OTHER -  
MONTHLY  
FINANCIAL  
REPORT**

\* \* \* \*

A thank you note was received from Jim Pildner.

**CORRESPONDENCE**

\* \* \* \*

Dr. Brockway reviewed the personnel items with the Board.

\* \* \* \*

It was moved by Mr. Hill and seconded by Ms. Seuffert that the Board approve the following personnel items:

**PERSONNEL  
ITEMS -  
RESIGNATIONS**

1. Accept the resignation of Megan Middleton, Aspire Instructor, effective June 30, 2018. She felt this position would be too time consuming with a newborn and her current full-time teaching position with AACCS.
2. Accept the resignation of Andrea Tredent, Full-Time Lakeside High School Satellite Multi-Media Instructor,

effective July 31, 2018. She has decided to take another position. Mr. Candela said he hates to see Andrea leaving our schools. Ms. Seuffert said Andrea is a talented woman. Dr. Brockway wishes her well in her new supervisor role.

ROLL CALL: Candela, yes; Hill, yes; Kennedy, yes; Seuffert, yes; Waid, yes; Brashear, yes. Motion carried.

\* \* \* \*

It was moved by Dr. Waid and seconded by Mr. Brashear that the Board approve the following personnel items:

**PERSONNEL**  
**ITEMS –**  
**EMPLOYMENT**

1. Issue Brian Kimmel a one-year, 183 day limited contract for 2018-2019 as Instructional Coordinator at Class V, Step 10 in accordance with Section 10.10 of the teachers negotiated agreement and in accordance with the adopted salary schedule.
2. Issue Gilda McQuoid a one-year, part-time limited contract for 2018-2019 for 3.50 hours per day for 183 days as Student Liaison at Class V, Step 10 in accordance with Section 10.10 of the teachers negotiated agreement and in accordance with the adopted salary schedule.
3. Issue Thomas Rutledge a one-year, 183 day limited teaching contract as Career Discovery Instructor for 2018-2019 school year at Class V, Step 10 in accordance with section 10.10 of the teachers negotiated agreement and in accordance with the adopted salary schedule.
4. Issue Scott Loftus, Custodian, a two-year limited contract beginning July 1, 2018 as per the salary schedule, and in accordance with the Teamster's Negotiated Agreement and in accordance with ORC 3319.083.
5. Issue Angela Christine, Cafeteria Cashier/Clerk, a part-time one-year limited contract, on an as needed, as scheduled basis not to exceed 4.5 hours per day, for 189 days for the 2018-2019 school year at \$11.42 per hour, in accordance with ORC 3319.083.
6. Issue Brady Johnston a part-time contract as Technology Support for the 2018-2019 year on an as needed basis, as scheduled by the Superintendent at \$9.84 per hour in accordance with O.R.C. 3319.083.

7. Issue the following supplemental contracts as District Planning Committee members for the 2018-2019 school year through June 30, 2019, on an as needed, as scheduled basis as per the teachers negotiated agreement and in accordance with ORC 3319.11(1) and 3319.11(e) at \$21.38 per hour:

Kevin Orvos	Brian Kimmel
Tarah Elliott	Harleigh Hodge
Cheryl Bornino	Hilary Whiting-Wright
Suzanne Pratt	Amanda Schumann

8. Issue Gilda McQuoid a supplemental contract as a Substitute Caller for the 2018-2019 school year not to exceed \$5,000.00 in accordance with ORC 3319.11(1) and 3319.11(e).
9. Issue the following supplemental extended service contracts as English Language Learner Specialist (ELL) at Ashtabula Area City Schools (AACs) in accordance with ORC 3319.11(1) and 3319.11(e) for the 2017-2018 school year and according to the salary schedule. All costs paid by Ashtabula Area City Schools.

	<b><u>Not to</u></b>
	<b><u>Exceed</u></b>
Erika Picasso	32 hours
Brad Skippon	40 hours

10. Issue the following supplemental extended service contracts in accordance with ORC 3319.11(1) and 3319.11(e) for the 2018-2019 school year and according to the salary schedule:

Brian Kimmel	7 days
Thomas Rutledge	10 days

11. Issue Susan Marsch, Adult Cosmetology Instructor a supplemental extended service contract on an as needed, as scheduled basis not to exceed an extra hour each day for 183 hours for the 2018-2019 year, at her daily per diem hourly/daily rate and in accordance with ORC 3319.11(1) and 3319.11(e) and according to the salary schedule.
12. Issue Janette Wright a contract for 2018-2019 as a PRN Instructor for LPN, on an as needed as scheduled basis by the Superintendent, at \$25.00 per hour pending proper certification and sufficient student enrollment and satisfactory criminal records background check in accordance with ORC 3319.11(1) and 3319.11(e).

13. Issue the following Workforce Development contracts for 2018-2019, on an as needed as scheduled basis by the Superintendent, at \$21.00 per hour pending proper certification and sufficient student enrollment and satisfactory criminal records background check in accordance with ORC 3319.11(1) and 3319.11(e):

		<b><u>Not to Exceed</u></b>
Liz Brisley	Instructor	250 hours
Harleigh Hodge	Instructor	40 hours
Sherri McBride	Instructor	60 hours
James Post	Instructor	300 hours
Ken Schade	Instructor	300 hours
Britt Schwotzer	Instructor	300 hours
RJ Vandercook	Instructor	250 hours
Janette Wright	Instructor	250 hours

14. Issue Brianna Bradley a contract for the 2018 Summer TANF WE as Youth Monitor from May 30, 2018 to August 31, 2018, on an as needed as scheduled basis by the Superintendent, not to exceed 270 hours at \$10.00/hour, pending proper certification and in accordance with ORC 3319.083.

15. Issue the following part-time contracts as Aspire Instructors from July 1, 2018 to June 30, 2019, on an as needed, as scheduled basis, up to and not to exceed the hours listed at \$20.00 per hour, in accordance with ORC 3319.11(1) and 3319.11(e) pending final approval of the 2019 Aspire Grant by the Ohio Department of Higher Education:

		<b><u>Not to Exceed</u></b>
Kathy Blankenship	Instructor	500 hours
Marie Conoboy	Instructor	1,500 hours
Cathy Cunningham	Instructor	1,500 hours
Jeff Law	Instructor	1,500 hours
Paulette Piper	Sub Instructor	50 hours
Paul Simon	Instructor	1,500 hours
Lori Slimmer	Instructor	50 hours
Deborah Tressler	Instructor	250 hours

16. Issue the following full-time contracts for the Youth Opportunities Program beginning July 1, 2018 through June 30, 2019, on an as needed as scheduled basis at the rate listed per hour, in accordance with ORC 3319.11(1) and 3319.11(e):

Shaelynn Ballard	Program Coordinator	\$18.36/hour
Jenna Wayman	Life Skills Coach	\$15.60/hour

Sarah Thompson	Life Skills Coach	\$15.30/hour
Alyssa Lampela	Life Skills Coach	\$15.30/hour
Nancy Mosely	Life Skills Coach	\$15.30/hour
Ann Simeone	Life Skills Coach	\$15.30/hour
Cody Slaybaugh	Life Skills Coach	\$15.30/hour
Shanon Pierce	Life Skills Coach	\$15.30/hour
Moises Cirilo	Employment Specialist	\$15.30/hour
Bree Bryant	Clerical/Data Specialist	\$11.00/hour

17. Issue Lou Ann Wilkinson a part-time contract for Youth Opportunities as “yO!” Job Monitor beginning July 1, 2018 to June 30, 2019 on an as needed as scheduled basis not to exceed 1,040 hours at \$12.40 per hour and in accordance with ORC 3319.11(1) and 3319.11(e).
18. Issue Deborah Tressler a part-time contract for Youth Opportunities as “yO!” Job Readiness Instructor beginning July 1, 2018 to June 30, 2019 on an as needed as scheduled basis not to exceed 625 hours at \$20.00 per hour and in accordance with ORC 3319.11(1) and 3319.11(e).
19. Issue Stacy Gancos a part-time contract for Youth Opportunities as “yO!” Special Instructor beginning July 1, 2018 to June 30, 2019 on an as needed as scheduled basis not to exceed 500 hours at \$18.00 per hour and in accordance with ORC 3319.11(1) and 3319.11(e).
20. Issue Melissa Brown a part-time contract as Aspire/GED/Safety Council Secretary from July 1, 2018 to June 30, 2019 at \$11.00 per hour on an as needed, as scheduled basis not to exceed 1,548 hours.
21. Issue Jenna Wayman a contract as HSE Proctor from July 1, 2018 to June 30, 2019 at \$20.00 per hour on an as needed, as scheduled basis.
22. Issue Darlene Kightlinger a part-time contract as ELL Instructor beginning July 1, 2018 through June 30, 2019, on an as needed as scheduled basis at \$21.00 per hour and in accordance with ORC 3319.11(1) and 3319.11(e). All costs paid by Ashtabula Area City Schools, Buckeye Local School District, Conneaut Area City Schools and Pymatuning Valley Local School District.
23. Issue Erika Picasso a full-time contract as Translator from July 1, 2018 to June 30, 2019, on an as needed, as scheduled basis,



up to and not to exceed 176 days, 8 hours a day at Step 7 with Ashtabula Area City Schools, pending educational aide certification and in accordance with ORC 3319.083 and availability of funding. All costs paid by Ashtabula Area City Schools.

24. Issue Brad Skippon a full-time contract as ELL Specialist from July 1, 2018 to June 30, 2019, on an as needed, as scheduled basis, up to and not to exceed 176 days, 8 hours a day at \$21.00 per hour with Ashtabula Area City Schools, and in accordance with ORC 3319.083 and availability of funding. All costs paid by Ashtabula Area City Schools.
25. Issue the following contracts pending sufficient student enrollment, proper certification, and satisfactory criminal records background check at \$20.00 per hour, on an as needed, as scheduled basis, to the following individuals for the 2018 Summer School Program, and in accordance with ORC 3319.11(1) and 3319.11(e):

Misty Hussing – Math Instructor  
Sharla Urcheck – Math Instructor  
Tiffanee Warner – Substitute  
John Lindemann – Substitute

26. Issue the following contracts as Youth Club Coordinators for the 2018-2019 school year as per the negotiated agreement, and in accordance with O.R.C. 3319.11(1) and 3319.11(e):

Harleigh Hodge	SkillsUSA Co-Advisor
Tanya Heeren	NHS Advisor

27. Issue Denise Miller a continuing contract in accordance with the Teachers Negotiated Agreement effective June 25, 2018.

ROLL CALL: Hill, yes; Kennedy, yes; Seuffert, yes; Waid, yes; Brashear, yes; Candela, yes. Motion carried.

\* \* \* \*

Ms. Seuffert asked if A-Tech hires all ELL teachers. Dr. Brockway answered that we hire them for Ashtabula Area City Schools, Buckeye Local Schools, Conneaut Area City Schools and Pymatuning Local Schools. He said we can hire them more efficiently.

\* \* \* \*

It was moved by Dr. Waid and seconded by Ms. Seuffert that the Board accept the following donations with letters of appreciation to be forwarded:

**DONATIONS**

1. The Herzog Family Foundation donated \$1,000.00 for the Lakeside High School Life SkillsUSA foster family.
2. James E. Mater, Jr. donated \$500.00 for the Drug Free Clubs of America program at A-Tech.

ROLL CALL: Kennedy, yes; Seuffert, yes; Waid, yes; Brashear, yes; Candela, yes; Hill, yes. Motion carried.

\* \* \* \*

It was moved by Mr. Brashear and seconded by Dr. Waid that the Board enter into agreements with the following agencies to provide work experience for Youth Opportunities/TANF program students.

**YO! WORK  
EXPERIENCE  
AGREEMENTS**

B-Side Music  
J&X Lawncare and Snow Plowing

ROLL CALL: Seuffert, yes; Waid, yes; Brashear, yes; Candela, yes; Hill, yes; Kennedy, yes. Motion carried.

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It was moved by Ms. Seuffert and seconded by Mr. Hill that the Board approve the attached resolution for the 2018-2019 salary schedule for non-bargaining unit employees effective July 1, 2018. This resolution also contained a provision that these employees pay a premium of \$98 single/\$190 family per month for benefits. Dr. Brockway handed out a clean copy of the proposed salary schedule.

**SALARY  
SCHEDULE  
FOR NON-  
BARGAINING**

ROLL CALL: Waid, yes; Brashear, yes; Candela, yes; Hill, yes; Kennedy, yes; Seuffert, yes. Motion carried.

\* \* \* \*

It was moved by Dr. Waid and seconded by Mr. Hill that the Board authorize the Superintendent to accept a grant from the Ohio Department of Higher Education for FY2019 for the Aspire Program.

**ASPIRE  
GRANT  
ACCEPTED  
FOR FY2019**

ROLL CALL: Brashear, yes; Candela, yes; Hill, yes; Kennedy, yes; Seuffert, yes; Waid, yes. Motion carried.

\* \* \* \*

It was moved by Mr. Brashear and seconded by Ms. Seuffert that the Board authorize the Superintendent to enter into a service agreement between the Ashtabula County Sheriff's Department and A-Tech to offer on-site Aspire Services at the Ashtabula County Jail from July 1, 2018 to June 30, 2019 pending availability of funding.

**ASPIRE  
AGREEMENT  
WITH COUNTY  
JAIL**

ROLL CALL: Candela, yes; Hill, yes; Kennedy, yes; Seuffert, yes; Waid, yes; Brashear, yes. Motion carried.

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It was moved by Mr. Hill and seconded by Ms. Seuffert that the Board authorize the Superintendent to enter into service agreements between the following school districts to offer ELL services (pending approval by their respective Boards of Education) from July 1, 2018 to June 30, 2019:

**ELL  
SERVICE  
AGREEMENT**

Ashtabula Area City Schools  
Buckeye Local Schools  
Conneaut Area City Schools  
Pymatuning Valley Local Schools

ROLL CALL: Hill, yes; Kennedy, yes; Seuffert, yes; Waid, yes; Brashear, yes; Candela, yes. Motion carried.

\* \* \* \*

Mr. Candela asked for an explanation on the consortium. Dr. Brockway said we are a lead agency. Each career center must have a certain number of programs. Mahoning County joined us and we receive more money. Trumbull County wasn't able to receive funds any longer so now we are able to help them too. He said every board must pass a resolution approving this. It will help Mahoning County and now we will help Trumbull County also.

**PERKINS  
CONSORTIUM  
FORMATION**

It was moved by Mr. Hill and seconded by Mr. Brashear that the Board approve the formation of the Ashtabula County Technical

& Career Center, Mahoning County Career & Technical Center and the Trumbull County Career & Technical Center Federal Post-Secondary Perkins Consortium with the Ashtabula County Technical & Career Center serving as the fiscal agent effective July 1, 2018.

ROLL CALL: Kennedy, yes; Seuffert, yes; Waid, yes; Brashear, yes; Candela, yes; Hill, yes. Motion carried.

\* \* \* \*

Dr. Brockway reported that we will be celebrating our 50<sup>th</sup> school year and that the first class was located. We will be celebrating the history and successes of our students. Dr. Brockway handed out a logo that the Graphic Arts class put together that will be on various documents. Ms. Seuffert asked what classes were offered 50 years ago. Dr. Brockway said a lot of it will come out with the celebration. There is a lot of history that will be brought out.

**SUPT'S  
REPORT**

Paul Brockett gave an update on enrollment with a handout.

Dr. Brockway gave an update on the Accrediting Commission of Career Schools and Colleges (ACCSC). He said he wanted to commend Mr. Porter and WFD. They did an excellent job and we got a 4-year renewal.

\* \* \* \*

It was moved by Mr. Hill and seconded by Ms. Seuffert that the meeting be adjourned at 7:11 p.m. with the next regular meeting to be held on Monday, July 16, 2018, beginning at 6:30 p.m. in the board room.

**ADJOURNMENT**

ROLL CALL: Seuffert, yes; Waid, yes; Brashear, yes; Candela, yes; Hill, yes; Kennedy, yes. Motion carried.

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President

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Treasurer